

Little Traverse Bay Bands of Odawa Indians

Job Posting



Job Title: Health Information Manager / EHR Clinical Applications Coordinator (CAC)

Department: Health

Reports To: Health Director

Status: Exempt

Salary Level: \$55,281 to \$82,922 Annually

Level: C45

Opens: September 30, 2019

Closes: October 21, 2019

SUMMARY:

The Health Information Manager (HIM) is responsible for health information management at LTBB Health Department and serves as the LTBB Privacy Officer. This position will also serve as the EHR CAC, providing electronic health record software support to users.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provide excellent customer service to patients and fellow employees, and represent LTBB Health Department in a professional, positive manner.
- Responsible for Health Information Management function of LTBB Health Department, establishing policy and procedures, and guidelines. Provide Health Administration with suggestions and recommendations on keeping current with health information management industry standards.
- Responsible for ensuring that patient's Electronic Health Records are complete, consistent, and in compliance with medical records guidelines, and ensuring that all relevant documents are included in each patient's record.
- Abides by HIPAA policies pertaining to protected, personal health information keeping it in strictest confidence as required by law and CFR 42.
- Responsible for building a strategic and comprehensive privacy program that defines, develops, maintains and implements policies and processes that enable consistent, effective privacy practices which minimize risk and ensure the confidentiality of Protected Health Information (PHI), paper and/or electronic, across all media types. Ensures privacy forms, policies, standards, and procedures are up-to-date.
- Responsible for working with medical records staff to contact providers, nurses, laboratory, and other personnel for information needed to complete patient records. This includes outside referral physicians and other health care agencies to obtain information needed.
- Responsible for establishing an ongoing process to track, investigate, and report access and disclosure of PHI. Monitor patterns of inappropriate access and/or disclosure of PHI.
- Responsible for performing or overseeing initial and periodic information privacy risk assessment/analysis, mitigation, and remediation.
- Coordinates response for release of health information requests.

- Responsible for assuring that the Agency remains updated on new advances, regulations, and legal aspects of the health information management field.
- Participates in quality improvement processes for the LTBB Health Department. Responsible for collecting data for and preparing monthly and quarterly statistical reports as requested.
- Responsible for analyzing Electronic Health Records on a daily basis, addressing deficiencies and developing monitoring systems for improvement.
- Performs other duties as assigned.
- Become and stay proficient in RPMS Electronic Health Record software and provide support to RPMS users, including creating quick notes, templates, ICARE panels, etc. Create efficiency and streamline processes for providers and medical staff by improving the RPMS system. Seek assistance from Bemidji Area Office as needed.

EDUCATION AND EXPERIENCE

Required: Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA) certification. Two years working with electronic health records systems. Prefer work with Tribal Communities.

KNOWLEDGE, SKILLS AND ABILITIES:

Typing Skills:	Must be able to type minimum of 50 words per minute.
Computer Skills:	Must be able to do word processing in Microsoft Word. Must be able to do data entry into Microsoft Excel spreadsheets. Must be able to manage email and calendar in Microsoft Outlook.
Written Communication Skills:	Must be able to compose a simple business letter, memo and fax cover sheet.
Verbal Communication Skills:	Must be able to verbally communicate in a clear and confident manner, in person and on the phone, with patients and co-workers.
Professionalism:	Must be able to work in stressful situations while maintaining professional composure. Must be friendly and personable, and able to accept constructive feedback and have a positive working attitude. Must be able to multi-task and thrive in fast paced, busy, working environment. Individual must have a positive job history.
Business Machines:	Must be able to operate copier, fax machine and calculator. Must be willing to take classes and seminars in the medical field, such as medical terminology, etc.
Travel:	Must be willing to travel to complete computer RPMS training; possibly including air travel and several consecutive overnights.
Reliability:	Be reliable; able to follow work schedule and follow work rules.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess a valid driver's license, reliable transportation and be insurable for duration of employment.

COMMENTS

Indian preference will apply. Individuals must pass a thorough background investigation, including criminal and employment. Individual must take TB test and get influenza vaccination annually due to working in a health setting.